

Resume / Cover Letter Review Checklist

Complete these steps BEFORE submitting your resume/cover letter

*Are you a (select one):

Current student

Graduate

*Your first and last name _____ Your Student ID # _____ *Your Program _____

What to include in your email	
	Subject line: Title your subject line as Resume/Cover Letter Review Request
	Include: Your first and last name, ID #, state if you are a grad or current student, your program
	Describe: How you will use your resume/cover letter (i.e, type of job you are seeking or industry you want to work in)
	Attach: A job posting if it's for a particular job
	Attach: Your resume/cover letter in a Word or PDF format
	Attach: This completed checklist (<i>to save your completed checklist use File > PRINT and select printer as "Save as PDF"</i>)

Resume Checklist	
	Your name and contact information: should be at the top of your cover letter and first page and second page of your resume
	Font and size: Use a consistent font and size
	Headers: Use a larger font size than the main content of your resume
	Spacing: Use consistent spacing between sections, lines and margins
	Bullets: Use consistent size and bullet style; content is not in a paragraph format
	Periods: Be consistent with your periods at the end of bullets
	Length: Limit your resume to 2 pages maximum
	Dates: Be consistent with your dates, for example, MM/YY
	Verb tense: Be consistent with your verb tense throughout your entire document
	Education: Include the full name of your program and the graduation date or anticipated graduation date (MM/YY)
	Content: Include your education, past work experience and volunteer work that is relevant and targeted to the position to which you're applying - your most recent and relevant content should be on the first page
	Proof your resume: Use spelling/grammar check and reread before submission

Cover Letter Checklist	
	Your name and contact information: should be at the top of your cover letter and larger font than the content of your cover letter
	Font and size: Be consistent in font and size; use the same as in your resume
	Length: Limit your cover letter to 1 page maximum
	Content: The cover letter is not a repeat of your resume. Highlight your relevant experience, skills, education accomplishments and interests (targeting to the job posting). Introduce yourself, as this should be a reflection of your personality and why you want the position you are applying for.
	Proof your resume: Use spelling/grammar check and reread before submission